Access to the Commerce SharePoint Extranet Sites

Commerce Extranet Site Access

The Department of Commerce is providing extranet sites in SharePoint 2010 to make working with stakeholders external to Commerce more effective. If you are a Commerce employee or someone who works with the state email "forest" (OFM, OCIO, DSHS, etc.) then you will be able to access your account using your regular Windows Authentication login.

If you are not on the state "forest" you will need to create a **Secure Access Washington (SAW)** account before you will be able to request access to Commerce extranet sites.

In order to access Commerce applications from outside of the Commerce internal network, you will need to create a Secure Access Washington (SAW) account.

Extranet Access for Commerce and State Employee Users

If you have a state ID and login, you can access your Commerce extranet site through Windows Authentication.

When you are given the URL for the extranet site and visit the site for the first time, you will see a page that looks like this.

Select "Windows Authentication" from the dropdown. Enter your state domain login name (example: cted\quincys) and password. If you have already been added to the site by the site owner, then you will be directed to the site.

If you have not been given access to the site by the site owner yet, you will see a screen that looks like this.

You will need to request access to the site, highlighted above. When you request access an email will be sent to Commerce. Please provide your name, contact information and reason for requesting access in the field provided so that the site owner is able to easily identify you and determine that you are requesting access to the right site. If they can't identify you, your contact information will help them to contact you for more information. If you have not provided enough information, you will be denied site access.
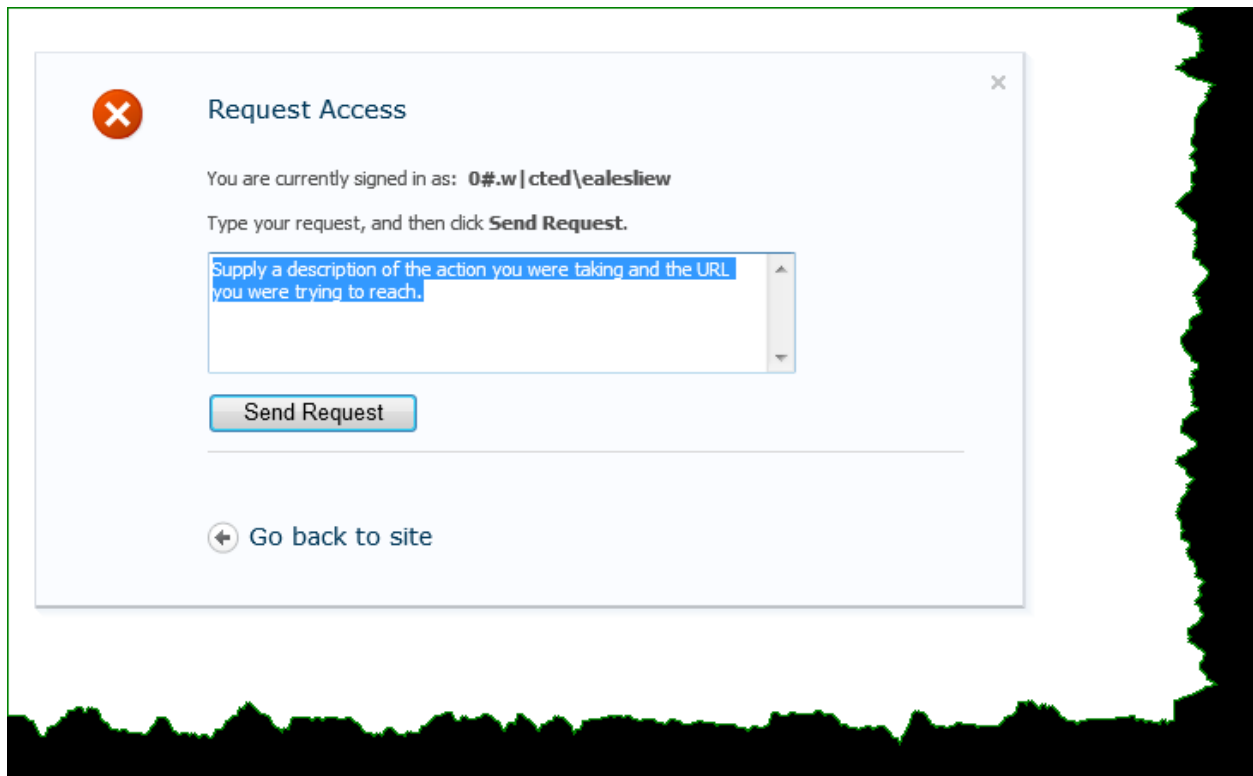
Extranet Access for External Users

In order to login if you are not a Commerce or state "forest" employee, you will need to get a SAW account and add the Commerce Extranet service. (For directions on how to create a SAW account and add a service, click here.) Once you've signed in as a SAW user you will have access to the extranet landing page. You will then need to visit the https://extranet.commerce.wa.gov and sign-in using your SAW account.

From here you will need to find the site you've been invited to join and request access to it. To do this, click on the link to the site.

When you are given the URL for the extranet site and visit the site for the first time, you will see a page that looks like this.

Department of Commerce
Innovation is in our nature.

This is the login page for accessing the Department of Commerce's Extranet SharePoint team sites.

If you are a State employee using the State of Washington network, select Windows Authentication.

If you are on public network, select the "SecureAccessWA" option.

Please select the login type:

Windows Authentication
SecureAccessWA

Getting Help

Detailed Instructions
Detailed Instructions

Commerce Customer Services
Monday -Thursday 7am - 6pm
(360) 725-2676
ComCustServ@commerce.wa.gov

Select "Secure Access Washington" from the dropdown. Enter your SAW login information. If you have already been added to the site by the site owner, then you will be directed to the site.

If you have not been given access to the site by the site owner yet, you will see a screen that looks like this.

Error: Access Denied

Current User
You are currently signed in as: cted\ealesliew
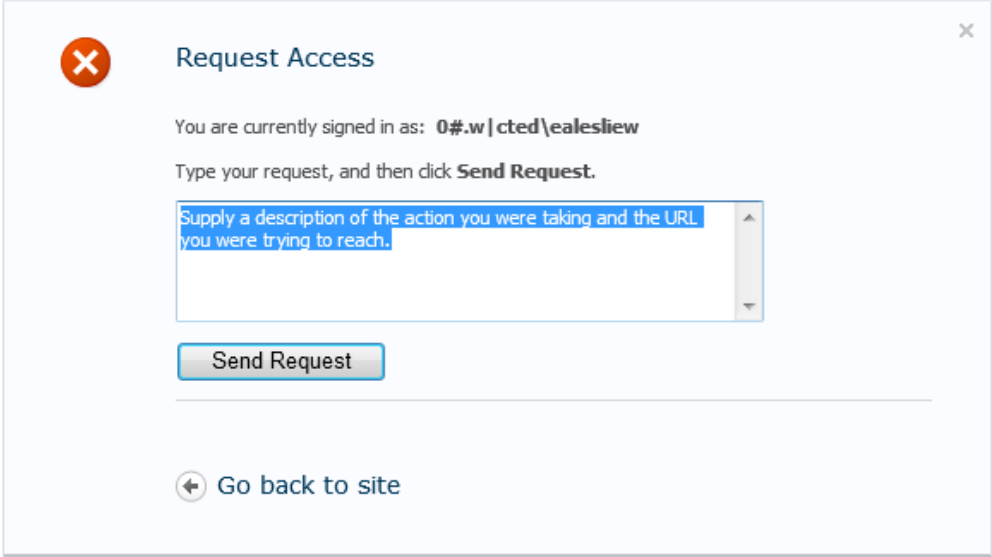
Sign in as a different user
Request access

← Go back to site

You will need to request access to the site, highlighted above. When you request access an email will be sent to Commerce. Please provide your name, contact information and reason for requesting access in the field provided so that the site owner is able to easily identify you and determine that you are requesting access to the right site. If they can't identify you, your contact information will help them to contact you for more information. If you have not provided enough information, you will be denied site access.
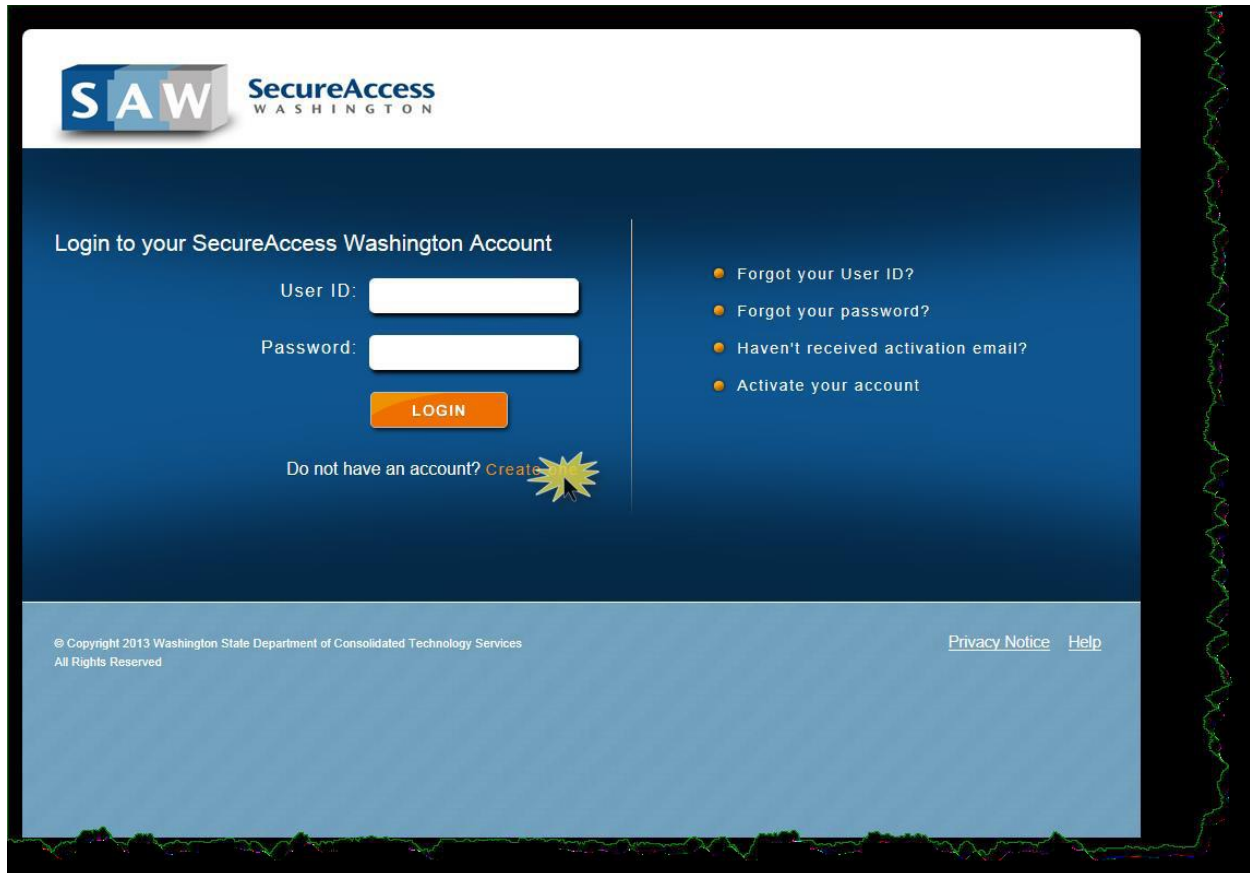
Get a Secure Access Washington (SAW) Account

First go to: https://secureaccess.wa.gov/

You will see a login screen. If you do not already have an account, select "create one".

You'll be taken to a page briefly describing the account creation process. From there, select "Start".

The first step in the process is to enter your personal information, including selecting a secret question and answer. The secret question and answer will be used to identify you if your email address changes and you forget your password.
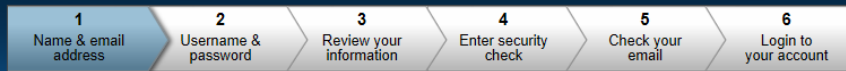
After you enter your personal information and create your question and answer, you'll be asked for a User ID and Password.

After creating a user id and password, you'll be given the opportunity to review and print your information.

The next step is to enter a security code. The security code is not case sensitive.

After you input your security code, you will be sent a confirmation email.
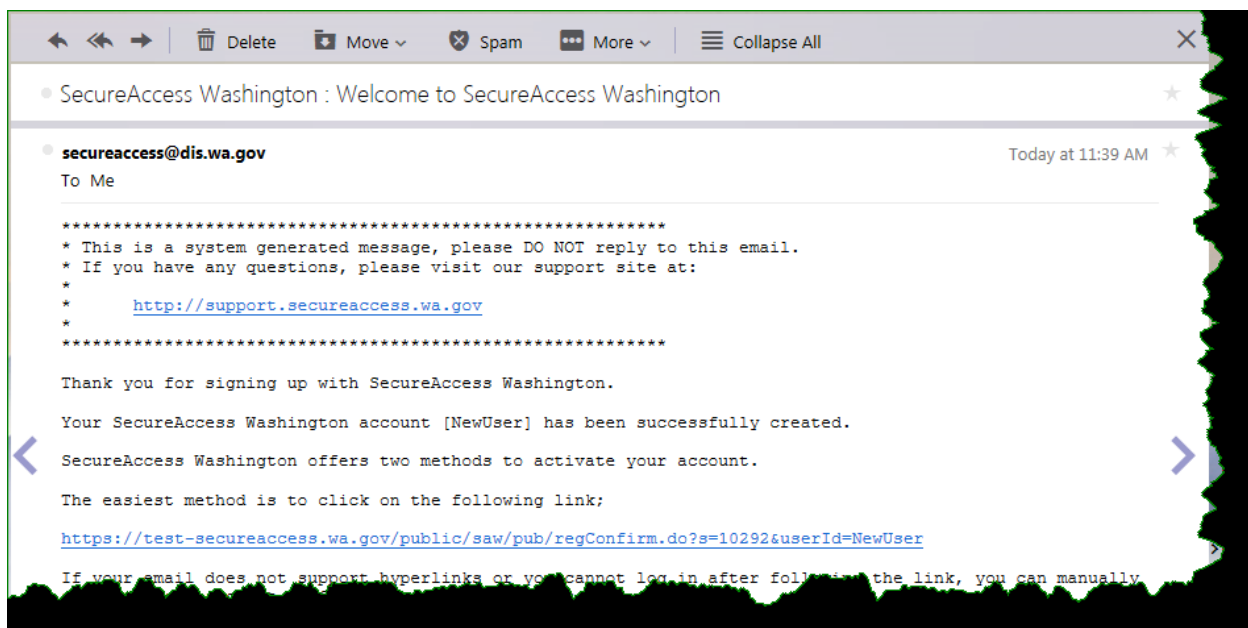
Click on the hyperlink in the email. You will be taken to another log in page. This is where you enter your user id and password and access your account for the first time.

Once you've logged into SAW, you can add your selected services by clicking on the "Click here to add services" link. This will take you to a list of agencies that you can choose from. Click on Commerce.

After clicking the Department of Commerce link you can see the list of available services that you can apply for.

Click on "apply" next to "Commerce Extranet". You will see a confirmation page. From there, you should be able to visit the Commerce Extranet home page.